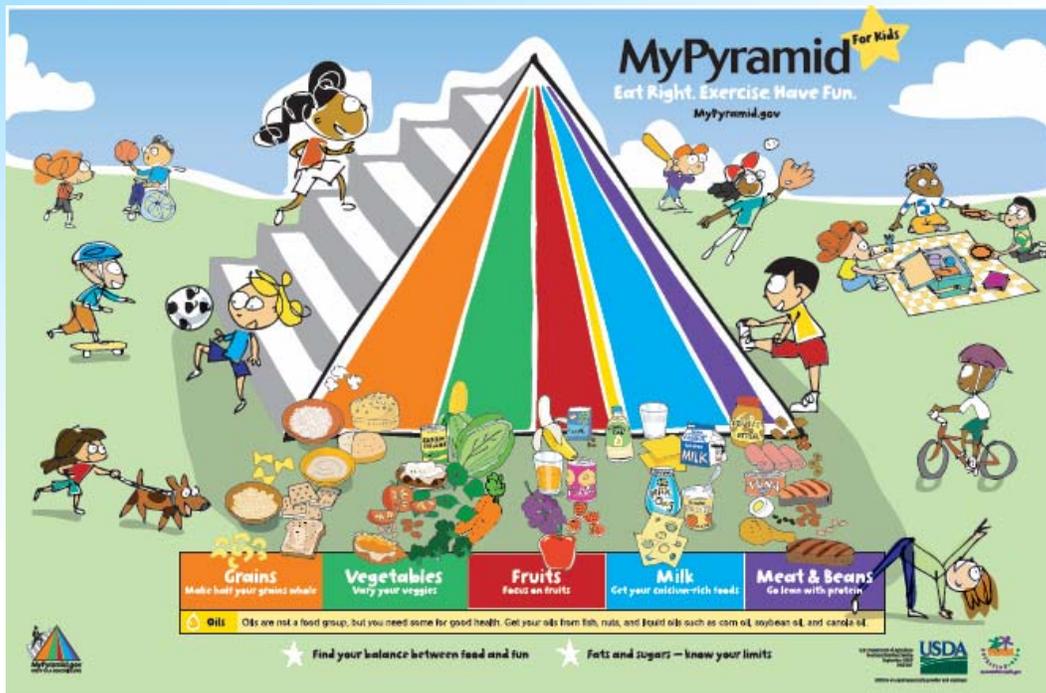




Child Nutrition Payment System Online User's Guide

Child and Adult Care Food Program
Family Day Care Program
Lunch & Breakfast Programs
Special Milk Program
Summer Food Service Program



Last Updated: 3/2008

INTRODUCTION

The purpose of this user's guide is to give step by step instructions for clients to access the on-line feature of the Child Nutrition (CN) Payment Center. Because the CN Payment Center is Internet accessible, there are USDA and Food and Nutrition Service security measures in place to make sure that system users are authorized to use the system. These security procedures must be completed before getting access to the system. **NOTE:** That there are **two separate** components in receiving access to the online system.

One component is the **eAuthentication**, which is a secure gateway that is used by anyone conducting electronic business with any agency within USDA. **NOTE:** This organization works separately to secure the safety and privacy of each individual's access and can only answer any questions and concerns related to the eAuthentication process.

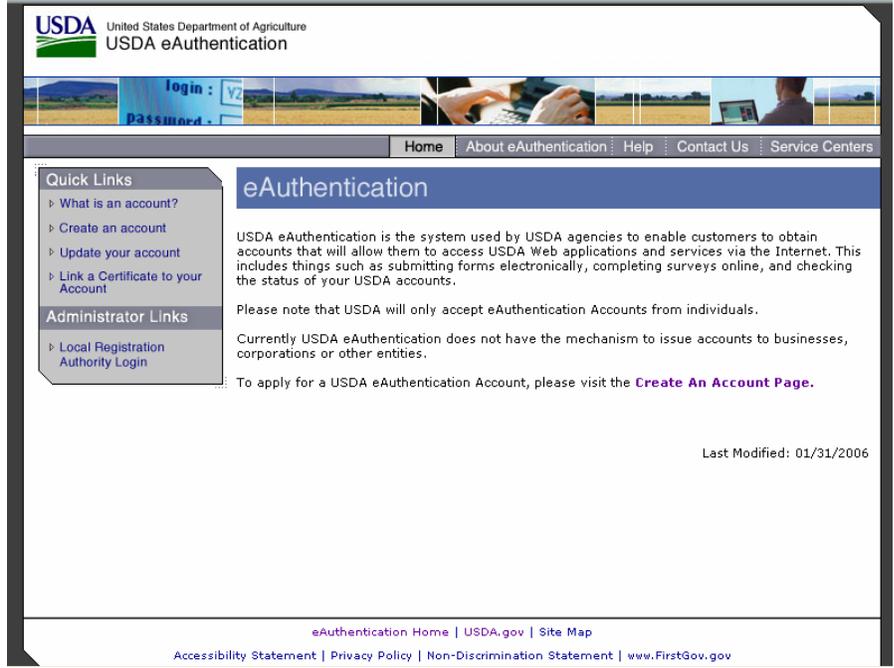
Another component is the **Child Nutrition (CN) Payment System**. This system allows claims to be entered electronically along with other administrative procedures. The on-line entry of claims is easy, efficient and improves the speed and responsiveness of the claim in comparison to the paper claims process. **NOTE:** This system is part of the FNS and any questions and concerns related to the CN Payment System can only be recognized through the FNS and not through eAuthentication.

This section of the guide explains how to complete the eAuthentication requirements in order to receive the necessary credentials to access the Child Nutrition Payment System.

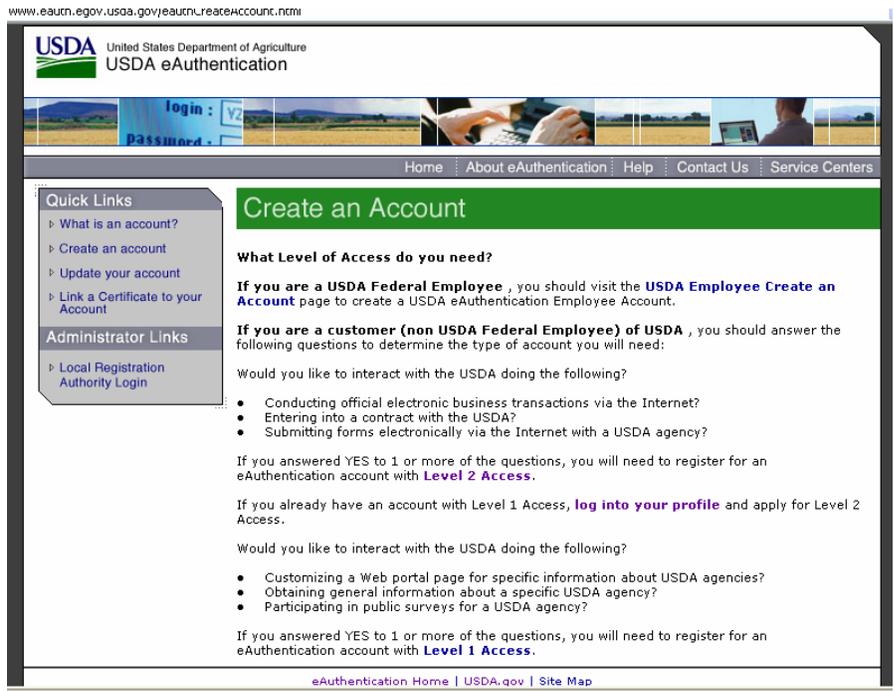
Please note that a FNS 674 "Computer System Access Request Form" should be filled out and mailed to the Food and Nutrition Service as soon as possible. A blank form is attached to the second section of this guide, and can also be downloaded from the Child Nutrition Home Page at this address - <http://roap.fns.usda.gov>

Step 1: Go to <http://www.eauth.egov.usda.gov>

Step 2: Click on **“Create An Account Page”**



Step 3: Click on **“Level 2 Access”**



Step 4: Fill in all required information fields

Note: User ID must contain 6-20 characters, and may only contain letters and numbers. User ID is not case sensitive.

Note: Password must contain 4-10 characters and one must be numerical.

Note: Keep a record of User ID and Password

Note: First and Last name must be entered exactly as they appear on the government-issued photo ID that will be presented at the Local Registration Authentication Center (LRA).

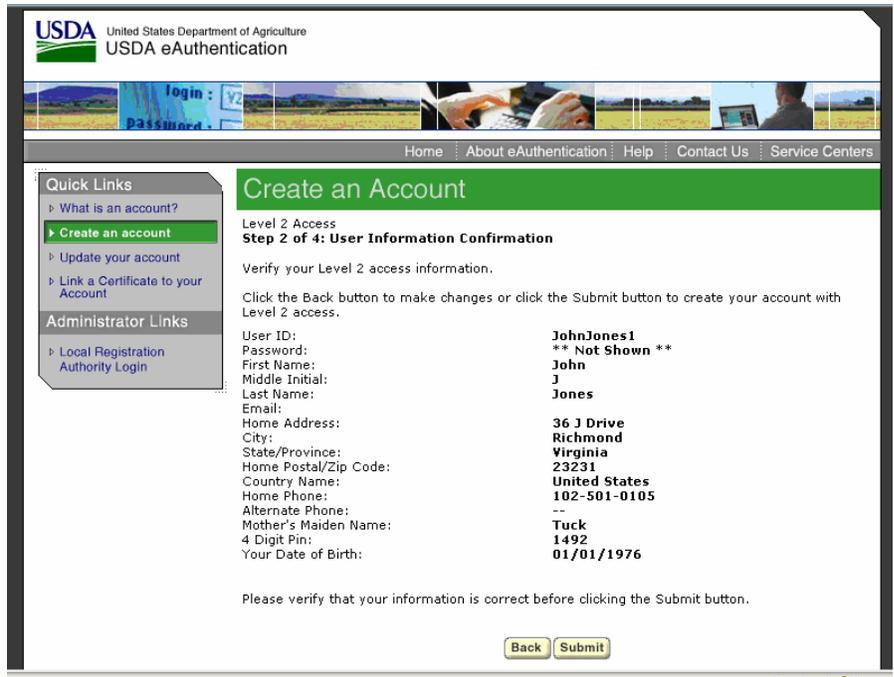
Step 5: Click on “Continue”

The screenshot shows the USDA eAuthentication 'Create an Account' page. The header includes the USDA logo and navigation links: Home, About eAuthentication, Help, Contact Us, and Service Centers. A sidebar on the left contains 'Quick Links' (What is an account?, Create an account, Update your account, Link a Certificate to your Account) and 'Administrator Links' (Local Registration Authority Login). The main content area is titled 'Create an Account' and 'Form Approved - OMB No. 0503-0014'. It indicates 'Level 2 Access' and 'Step 1 of 4: User Information'. Instructions state that USDA Federal Employees should click 'Employee Create an Account' and public customers should complete the form below. A note mentions that all required fields are marked with an asterisk (*) and should be entered exactly as on a government photo ID. The form fields are: User ID* (JohnJones1, 6-20 characters), Password* (masked, 4-10 characters), Confirm Password* (masked), First Name* (John), Middle Initial (J), Last Name* (Jones), Home Address* (36 J Drive), City* (Richmond), State* (Virginia), Home Postal/Zip Code* (23231), Country Name* (United States), Email* (empty), Confirm Email* (empty), Home Phone (102) 501 - 0105, International Home Phone (if applicable) (empty), Alternate Phone (empty), International Alternate Phone (if applicable) (empty), Mother's Maiden Name* (Tuck), 4 digit PIN* (1492, NOTE: You cannot use a zero as the first digit), and Your Date of Birth* (01/01/1976, mm/dd/yyyy). A 'Continue' button is visible at the bottom right.

Step 6: Verify personal information

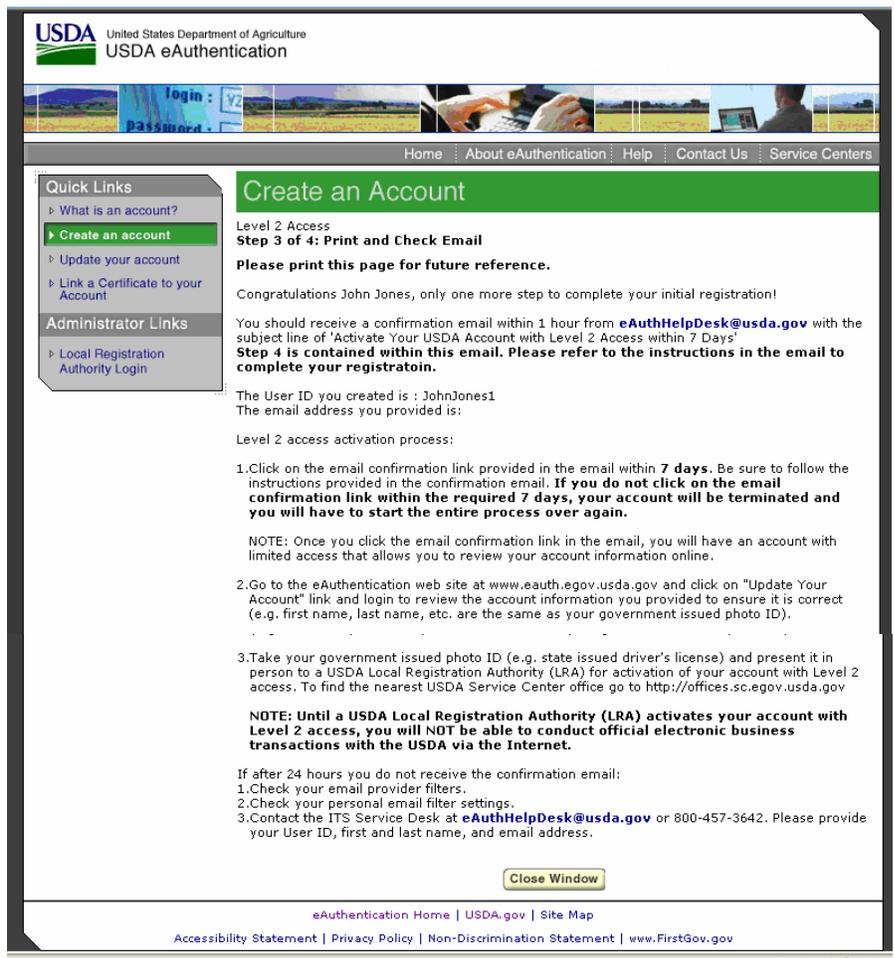
Step 7: Print and keep a copy for your personal records

Step 8: Click on “Submit”



Step 9: Print and keep a copy for your personal records

Step 10: Click on “Close Window”



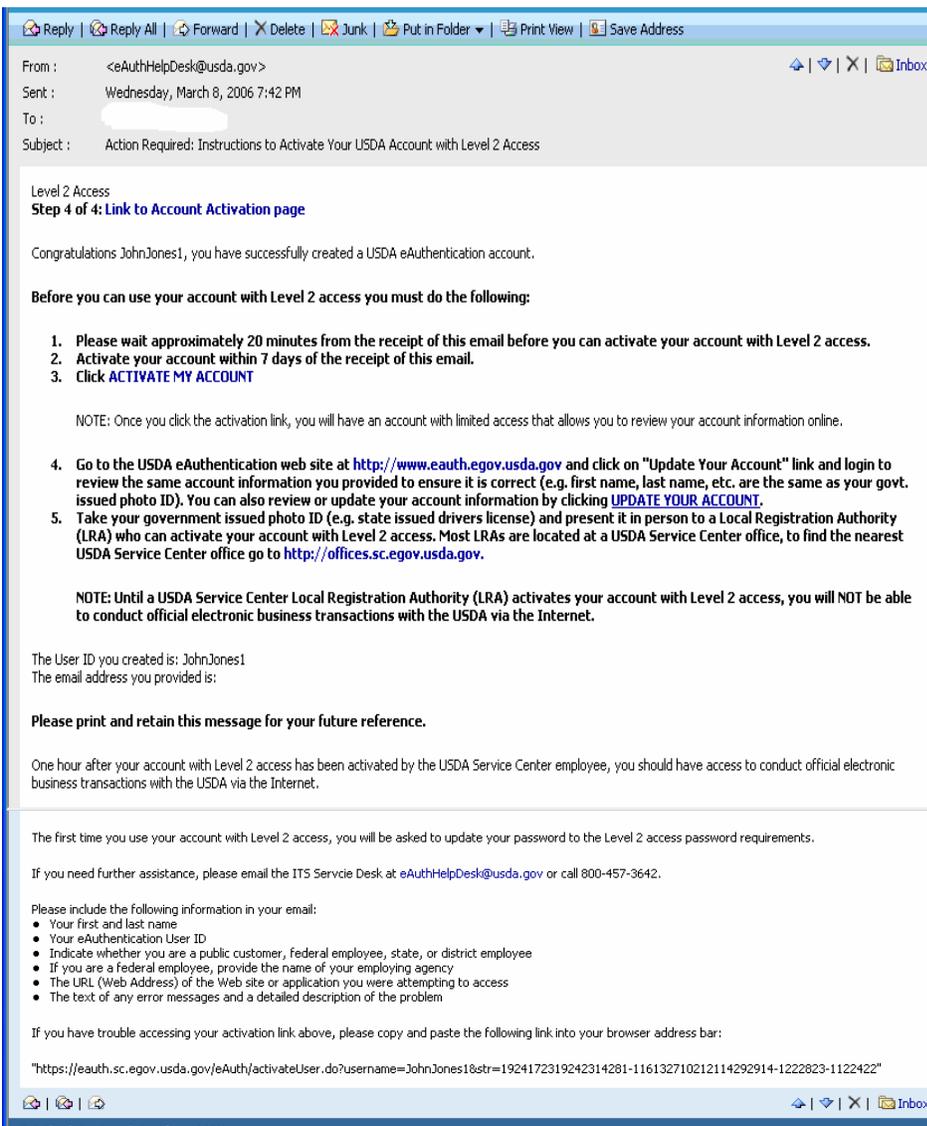
Step 11: Wait 1 hour

Step 12: Log into your e-mail account and open e-mail from eAuthHelpDesk@usda.gov

Step 13: Print and keep a copy for your personal records

Step 14: Click on **“ACTIVATE MY ACCOUNT”**

Note: Wait 20 minutes from receipt of e-mail before activating account



Step 15: Click on “Close Window”

The screenshot shows the USDA eAuthentication 'Account Activation' page. At the top left is the USDA logo and 'United States Department of Agriculture USDA eAuthentication'. Below this is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Service Centers. On the left side, there are two sections: 'Quick Links' with links for 'What is an account?', 'Create an account', 'Update your account', and 'Link a Certificate to your Account'; and 'Administrator Links' with links for 'Local Registration' and 'Authority Login'. The main content area has a green header 'Account Activation' and contains the following text: 'Thank you, your account has been activated. If you are a USDA Federal Employee, no further action is needed. Please wait approximately 20 minutes from the time of activation before using this account. If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already. If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.' A 'Close Window' button is located below the text. At the bottom, there are links for 'eAuthentication Home | USDA.gov | Site Map' and 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov'.

Step 16: Go to <http://www.eauth.egov.usda.gov>

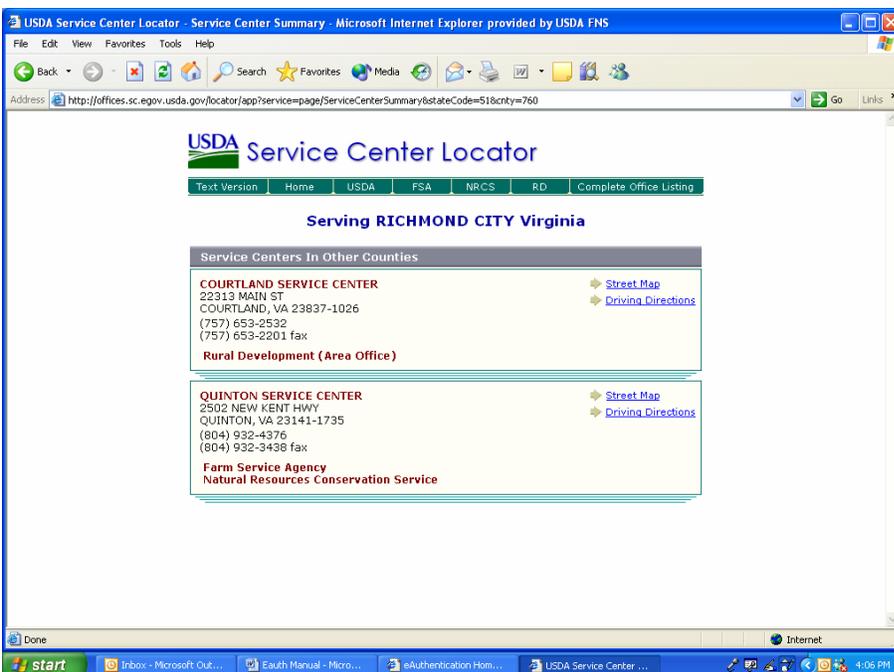
Step 17: Click on “Service Centers”

The screenshot shows the USDA eAuthentication 'eAuthentication' page. At the top left is the USDA logo and 'United States Department of Agriculture USDA eAuthentication'. Below this is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Service Centers. On the left side, there are two sections: 'Quick Links' with links for 'What is an account?', 'Create an account', 'Update your account', and 'Link a Certificate to your Account'; and 'Administrator Links' with links for 'Local Registration' and 'Authority Login'. The main content area has a blue header 'eAuthentication' and contains the following text: 'USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts. Please note that USDA will only accept eAuthentication Accounts from individuals. Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities. To apply for a USDA eAuthentication Account, please visit the [Create An Account Page](#).' The text 'Last Modified: 01/31/2006' is located at the bottom right. At the bottom, there are links for 'eAuthentication Home | USDA.gov | Site Map' and 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov'.

Step 20: Contact one of the offices to schedule an appointment to meet with a Local Registration Authority (LRA) to complete account activation for level 2 access

Note: Be sure to provide a valid State Driver's License, State Photo ID, or other government issued photo ID

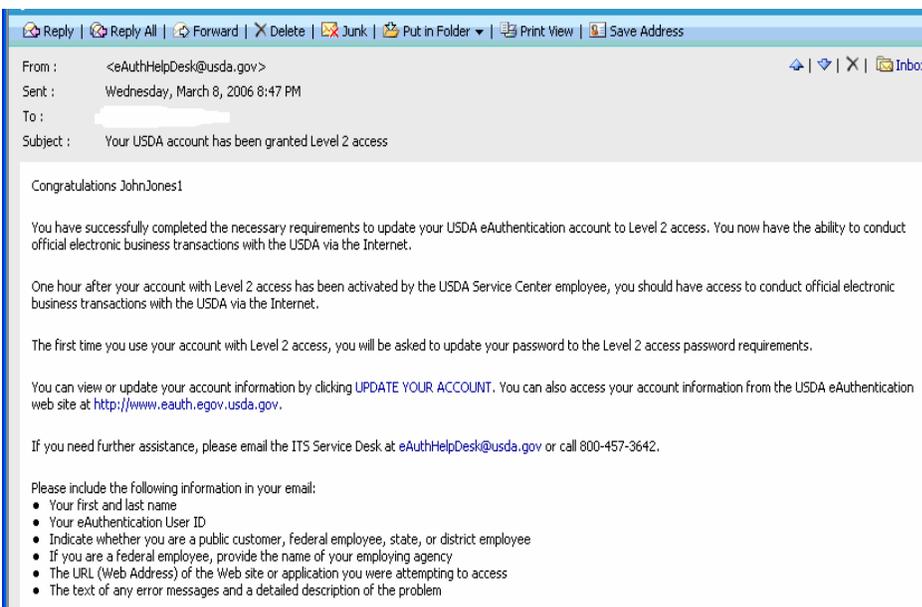
Note: Information on ID must match information provide for eAuthentication account



Step 21: Wait 1 hour after LRA activates account

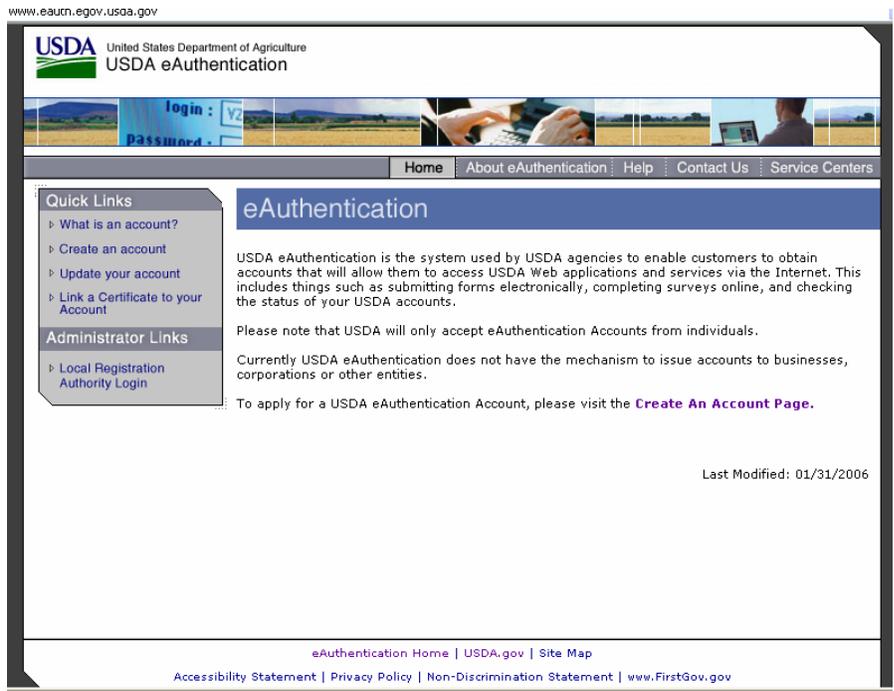
Step 22: Log into your e-mail account and open new e-mail from eAuthHelpDesk@usda.gov

Step 23: Print and keep a copy for your personal records



Step 24: Go to <http://www.eauth.egov.usda.gov>

Step 25: Click on **“Update your account”**

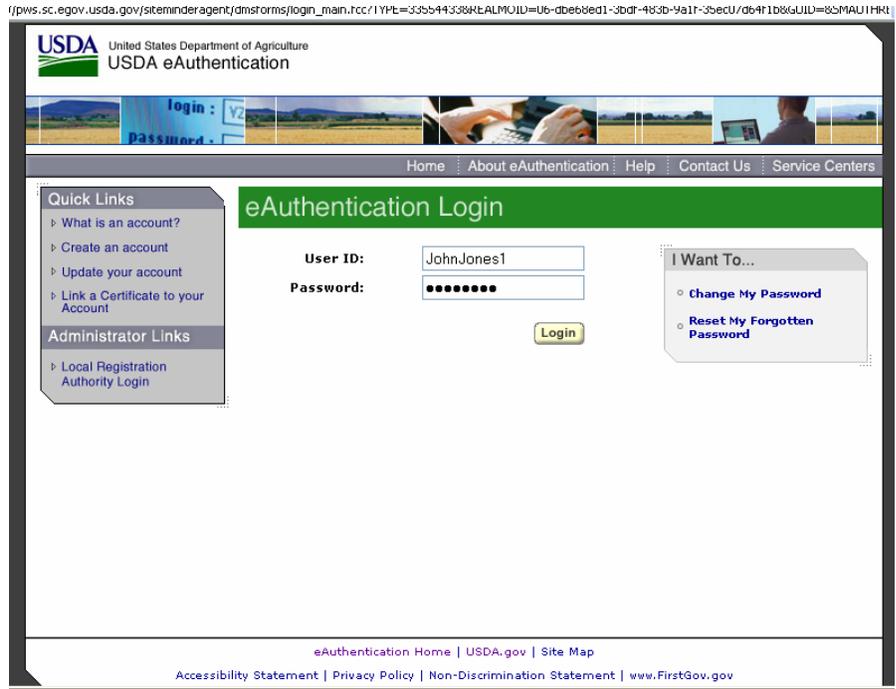


Step 26: Click on **“Continue”**



Step 27: Enter User ID and password

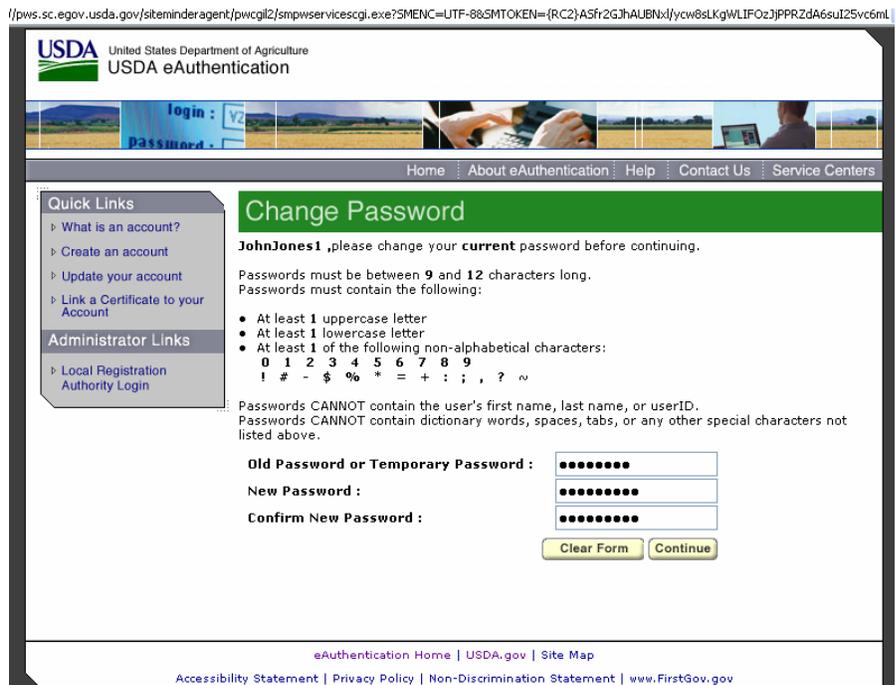
Step 28: Click on “Login”



Step 29: Enter old password and create new password

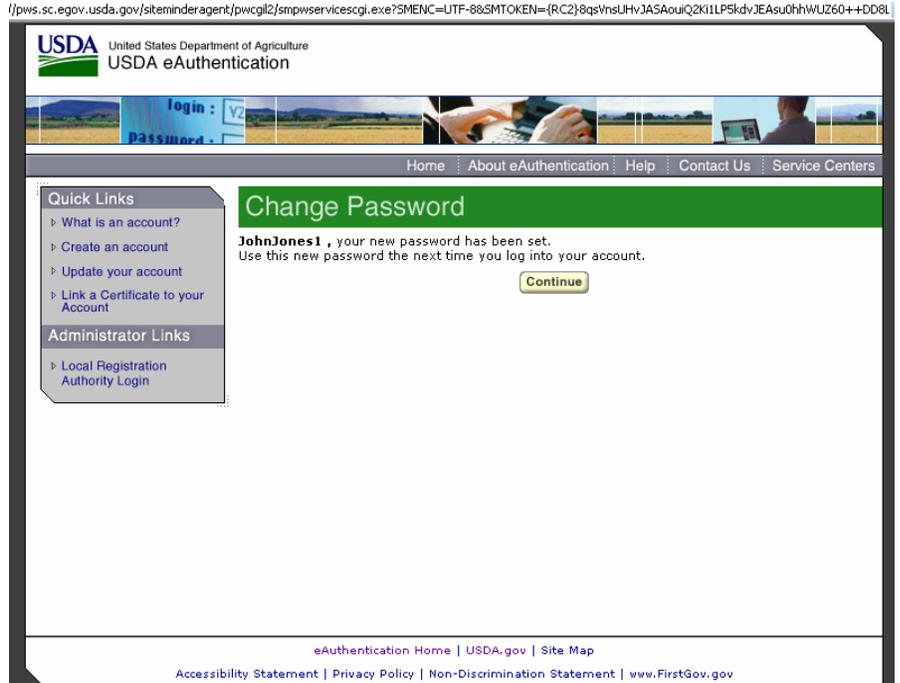
Note: The new password will be the one that will be used to enter monthly claims.

Step 30: Click on “Continue”



Step 31: Click on “Continue”

Note: You must wait 1 hour after obtaining eAuthentication level 2 access before conducting business through eAuthentication



Congratulations! You now have eAuthentication level 2 access.

PROCESSING CLAIMS ON-LINE IN THE CN PAYMENT CENTER

Child Nutrition (CN) Payment System: this system allows client's to enter claims electronically and to perform administrative procedures without leaving your computer. The on-line entry of claims is easy, efficient and improves the speed and responsiveness of the claim in comparison to the paper claims process. **NOTE:** This system is part of the Food and Nutrition Service (FNS) and any questions and concerns related to the **CN Payment System** can only be recognized through the FNS and not through USDA eAuthentication helpdesk.

Once e-Authentication has been validated and accepted it is now time to process monthly claims for reimbursement electronically. Some of the reasons to start this process as soon as possible are:

- Turn-around for claim reimbursement will be quicker
- Errors will be corrected before the claim is submitted
- Postage, and Rejection/Error letters will be eliminated

We would like to bring the following items in this guide for on-line processing to your attention:

- **Complete** enclosed Computer System Access Request Form (FNS 674) on Page 14
- **Forward** to the address on the bottom of Page 15 at your earliest convenience.
- Receive **encrypted password** and user ID. (Page 16)
- Go to ROAP website <http://roap.fns.usda.gov> (Page 17).
- Start **on-line process** from this website
- Warning screen (Page 18)
- Login with **password and ID** created by sponsor
- One time registration with encrypted password and ID (Page 19).

Screens shown on pages 20 -23 will have specific guidelines to assist in completion of the on-line process.

NOTE: e-Authentication Password Reset Change: Employees, contractors, and state or local government eAuthentication users who need to have their e-Authentication passwords reset, or who are having other eAuth issues, can now submit their request to the FNSEAUTHHELPDESK@fns.usda.gov rather than call or e-mail the USDA IT Service Desk. Larry Blim in Financial Management and Shawn Jones in the Office of Information Technology have been authorized to provide e-Authentication support. Larry can be reached at 703-305-1548 and Shawn can be reached at 703-305-2528.

**U.S. DEPARTMENT OF AGRICULTURE – FOOD AND NUTRITION SERVICE
COMPUTER SYSTEM ACCESS REQUEST**

1. USER NAME <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Other ROAP		2. USDA EAUTH ID	3. DATE OF REQUEST	
4A. ORGANIZATION		5. PERSONAL INFORMATION		
4B. ADDRESS		5A. TELEPHONE	5B. DATE OF BIRTH n/a	
		5C. SOCIAL SECURITY NUMBER <small>(FNS NFC Internal Users Only)</small> n/a	5D. HOME ZIP CODE n/a	
5E. EMAIL				
6A. SUPERVISOR		6B. EMAIL		6C. PHONE
7A. SYSTEM ACCESS SECTION				
SYSTEM NAME <small>(Circle Your Program)</small>	FORM / PAGE	TYPE OF ACCESS	ACTION REQUESTED	LOGIN ID <small>(SECURITY OFFICE ONLY)</small>
School Lunch/Breakfast	Claim	Claim Entry	Add	
Special Milk	Claim	Claim Entry	Add	
Summer Food Service	Claim	Claim Entry	Add	
Child Care Center	Claim	Claim Entry	Add	
Family Day Care	Claim	Claim Entry	Add	
7B. ORGANIZATION ACCESS				
SYSTEM NAME: _____		_____		
8. COMMENTS, SPECIAL INSTRUCTIONS				
9. APPROVALS				
DECISION	DATE	OFFICIALS	PHONE NUMBER	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny		a. HQ or Regional Deputy Computer Security Officer		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny		b. Supervisor or Authorizing Official for System: _____		
10. DATE RECEIVED / PERSON			11. DATE COMPLETED	

FORM FNS-674 (10/04) Previous Editions: Obsolete

**INSTRUCTIONS FOR COMPLETING FORM FNS-674
FNS COMPUTER SYSTEM ACCESS REQUEST**

(Revised 7/12/05)

The following instructions are being provided to assist you in completing the FNS-674 form.

1. **USER NAME** – Print or type name
2. **USDA EAUTH ID** – Print or type ID used to obtain Level 2 account.
3. **DATE OF REQUEST** – self-explanatory
4. **ORGANIZATION** – Print or type name of agency
- 4B. **ADDRESS** – Print or type agency address
- 5A. **TELEPHONE** – Print or type telephone number.
- 5B. **DATE OF BIRTH** – Leave blank; not applicable to CN PAYMENT CENTER
- 5C. **SOCIAL SECURITY NUMBER** – Leave blank; not applicable to CN PAYMENT CENTER
- 5D. **HOME ZIP CODE** – Leave blank; not applicable to CN PAYMENT CENTER
- 5E. **EMAIL** - Print or type your email address
- 6A. **SUPERVISOR** – Print or type name of your supervisor
- 6B. **EMAIL** – Print or type your supervisor’s email address
- 6C. **PHONE NUMBER** – Print or type your supervisor’s telephone
- 7A. **SYSTEM ACCESS SECTION**
SYSTEM NAME – Please circle your program
- 7B. **SYSTEM NAME** – Print or type **CN PAYMENT CENTER and your 5 digit sponsor number**
8. **COMMENTS, SPECIAL INSTRUCTIONS** – Type or print any comments or special instructions
9. **APPROVALS** – Leave blank; to be completed by Regional Office

Please forward your 674 form to:

USDA, Food and Nutrition Service
Mercer Corporate Center
300 Corporate Blvd.
Robbinsville, New Jersey 08691-1598

After we receive the completed and signed FCS-674, the user will be given authorization to access the CN Payment Center.

We will mail you back a letter which looks like the one to the right.

The important part of the letter is an encrypted password (circled in red) that will enable you to access the CN Payment Center.

The user ID is your 5 digit sponsor/agreement number



United States
Department of
Agriculture

Food and
Nutrition Service

Mid-Atlantic Region

300 Corporate Blvd
Robbinsville, NJ
08801-1598

Dear Sponsor:

Your request to have an account for the Internet version of the Child Nutrition (CN) Payment Center is approved. This letter provides you with one of your user passwords and step-by-step instructions to obtain a USDA eAuthentication account and access our CN Payment Center.

For one time only (the first time you log onto our Child Nutrition Payment Center), you will need two User IDs and two passwords:

1) You have to go to <http://www.eauth.egov.usda.gov> and register for a Level 2 account. USDA eAuthentication is a secure gateway that must be used by any individual or organization that chooses to conduct electronic business with the Federal government. Once your account is activated, you can then access our CN Payment Center.

2) The second User ID and password is to give you direct, secure access to the CN Payment Center. This ID and password will only be used once. After you log in the first time, the two IDs will be synchronized and you will only use the USDA eAuthentication User ID from that point on. Here is the second ID information:

Program: National School Lunch and Breakfast Program
Password: ikp34542
User ID: 11111

We have attached detailed instructions that will help you register for your USDA account, successfully log into our CN Payment Center, and submit your claims for reimbursement online.

We believe this new system is easy-to-use and will greatly expedite the processing of claims for reimbursement and other information on your program. If you have any questions, please do not hesitate to call the hotline at (800)-259-5129.

Child Nutrition Payment Center
USDA, Food and Nutrition Service
3/20/2008

Attachment

The Food and Nutrition Service is an agency
Of the Department of Agriculture

An Equal Opportunity Provider and Employer

Once you have obtained your **eAuthentication login** and received the **encrypted password letter**, you are ready to log into the Child Nutrition Payment Center.

When you are ready to login into the CN Payment Center for the first time, make sure you have the following information in front of you:

- 1) The User ID and password that you established through eAuthentication.
- 2) The letter you received from FNS with the encrypted password.

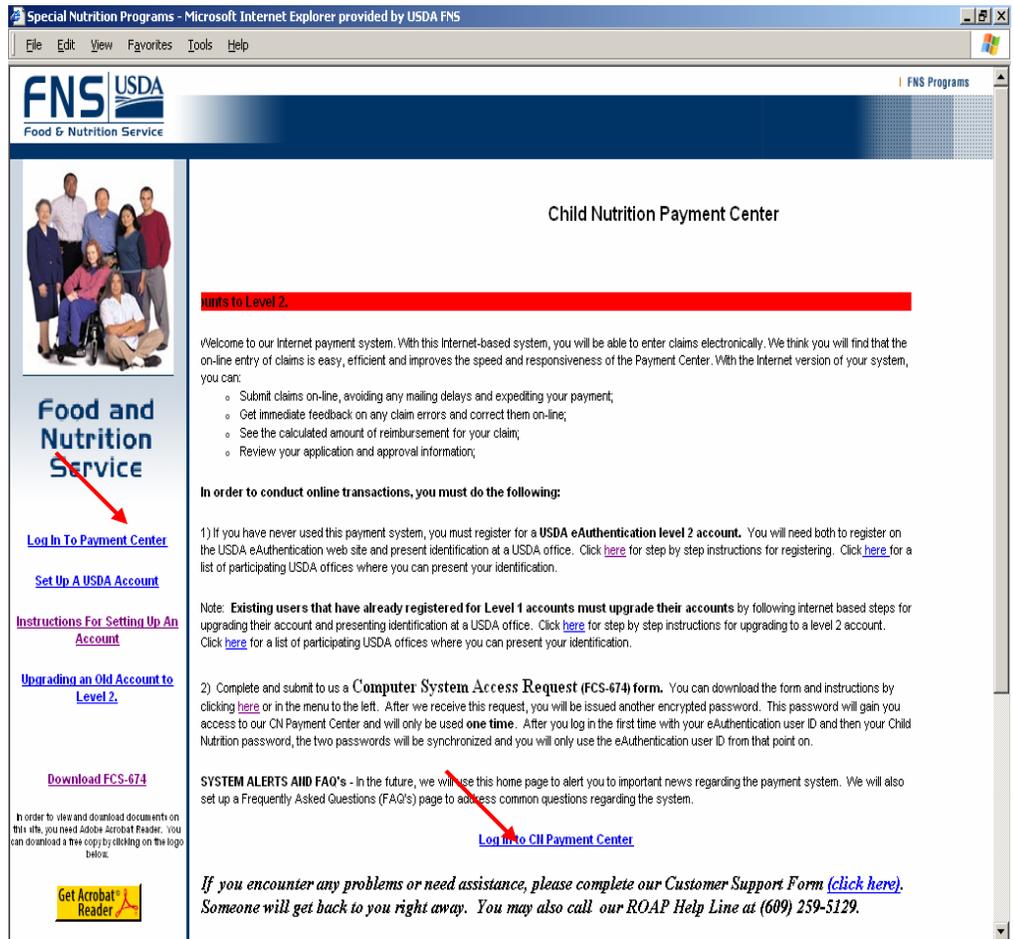
In order to enter the Child Nutrition Payment Center, you must go through our website at <http://roap.fns.usda.gov>

Note – You will have to go through this page every time you enter the Payment Center

Before you go any further, either bookmark this page or save it as a favorite in your browser.

 You must use Microsoft Internet Explorer, version 5.0 or higher, in order to access The CN Payment Center.

Step 1: Click on “Log in to Payment Center” in one of two places on the webpage. (Shown by arrow)



Special Nutrition Programs - Microsoft Internet Explorer provided by USDA FNS

File Edit View Favorites Tools Help

FNS USDA
Food & Nutrition Service

FNS Programs

Child Nutrition Payment Center

Units to Level 2.

Welcome to our Internet payment system. With this Internet-based system, you will be able to enter claims electronically. We think you will find that the on-line entry of claims is easy, efficient and improves the speed and responsiveness of the Payment Center. With the Internet version of your system, you can:

- o Submit claims on-line, avoiding any mailing delays and expediting your payment;
- o Get immediate feedback on any claim errors and correct them on-line;
- o See the calculated amount of reimbursement for your claim;
- o Review your application and approval information;

In order to conduct online transactions, you must do the following:

- 1) If you have never used this payment system, you must register for a **USDA eAuthentication level 2 account**. You will need both to register on the USDA eAuthentication web site and present identification at a USDA office. Click [here](#) for step by step instructions for registering. Click [here](#) for a list of participating USDA offices where you can present your identification.

Note: Existing users that have already registered for Level 1 accounts must upgrade their accounts by following internet based steps for upgrading their account and presenting identification at a USDA office. Click [here](#) for step by step instructions for upgrading to a level 2 account. Click [here](#) for a list of participating USDA offices where you can present your identification.

- 2) Complete and submit to us a **Computer System Access Request (FCS-674) form**. You can download the form and instructions by clicking [here](#) or in the menu to the left. After we receive this request, you will be issued another encrypted password. This password will gain you access to our CN Payment Center and will only be used **one time**. After you log in the first time with your eAuthentication user ID and then your Child Nutrition password, the two passwords will be synchronized and you will only use the eAuthentication user ID from that point on.

SYSTEM ALERTS AND FAQ's - In the future, we will use this home page to alert you to important news regarding the payment system. We will also set up a Frequently Asked Questions (FAQ's) page to address common questions regarding the system.

[Log In To Payment Center](#)

[Set Up A USDA Account](#)

[Instructions For Setting Up An Account](#)

[Upgrading an Old Account to Level 2.](#)

[Download FCS-674](#)

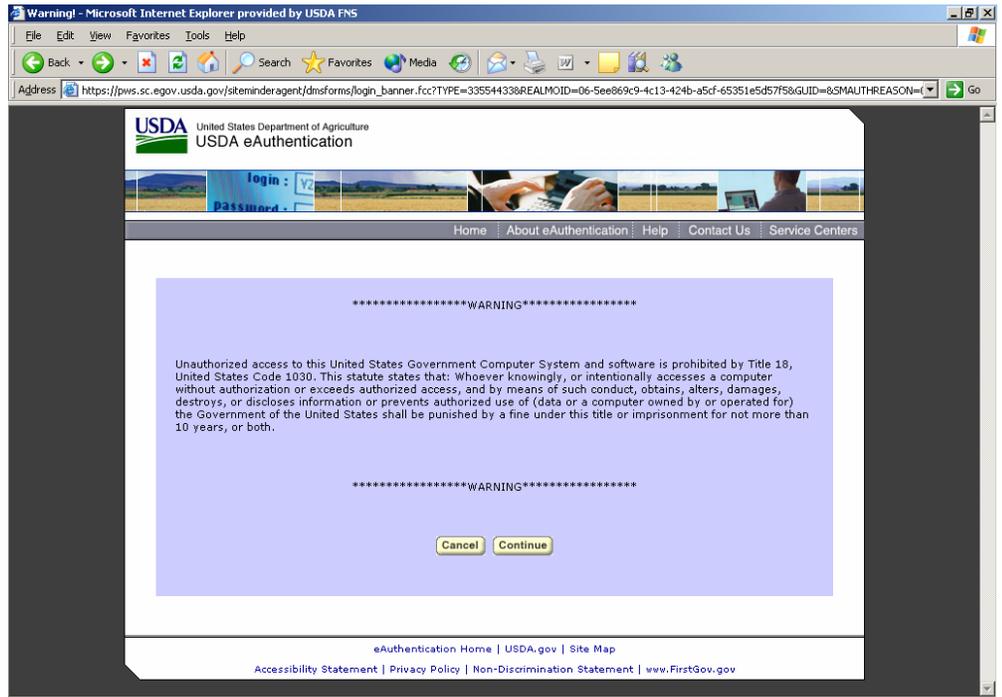
In order to view and download documents on this site, you need Adobe Acrobat Reader. you can download a free copy by clicking on the logo below.

[Get Acrobat Reader](#)

[Log In To CN Payment Center](#)

If you encounter any problems or need assistance, please complete our Customer Support Form [\(click here\)](#). Someone will get back to you right away. You may also call our ROAP Help Line at (609) 259-5129.

You will first see this warning page. Just click on “Continue” to proceed.



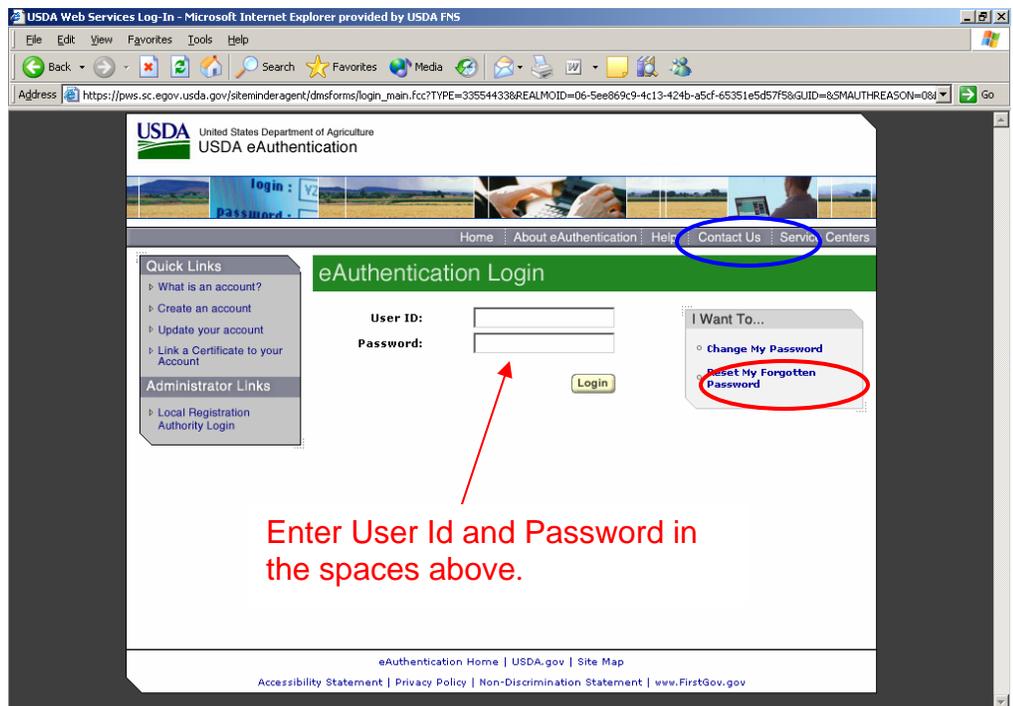
The login screen is shown to the right.

Step 2: Enter your User ID and password that you set up through the eAuthentication process. (**NOT** the encrypted password we mailed you in the letter.)

Step 3 : Click “Login”.

⚠ If you ever forget your password, you can come to this page and click on “Reset My Forgotten Password” (red circle) and a new password will be emailed to you in a few minutes.

⚠ If you have any problems logging into this page, you have to contact the eAuthentication support by clicking on “Contact Us” (circled in blue)



Enter User Id and Password in the spaces above.

You have now entered the home page of our Child Nutrition Payment Center (shown to the right).

You are first asked to select the program in which you participate from the drop down menu (indicated by the arrow).

Step 4: Select the program and hit “Go”.

Special Nutrition Programs - Microsoft Internet Explorer provided by USDA FNS

File Edit View Favorites Tools Help

Address

FNS **USDA**
Food & Nutrition Service

Child Nutrition Payment Center

Warning: Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on USDA computer systems

Choose Nutrition Program:

- Child & Adult Care Food Program
- Family Day Care Program
- Lunch & Breakfast Programs**
- Special Milk Program
- Summer Food Service Program

User Name:

Password:

Select program in which you participate from the dropdown

Accessibility | Privacy/Security | Nondiscrimination | USDA

Last Modified: March 10, 2006 Browser: IE 6.0

Step 5: You must now type in:

- 1) Your User Name (5-Digit sponsor number) and;
- 2) Encrypted password that we sent to you.

Step 6: Click “Register”

Note – You only have to do this step the very first time you log on. From this point on, your account will be linked to your eAuthentication User ID and password.

Special Nutrition Programs - Microsoft Internet Explorer provided by USDA FNS

File Edit View Favorites Tools Help

Address

FNS **USDA**
Food & Nutrition Service

Child Nutrition Payment Center

Warning: Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on USDA computer systems

Choose Nutrition Program:

User Name:

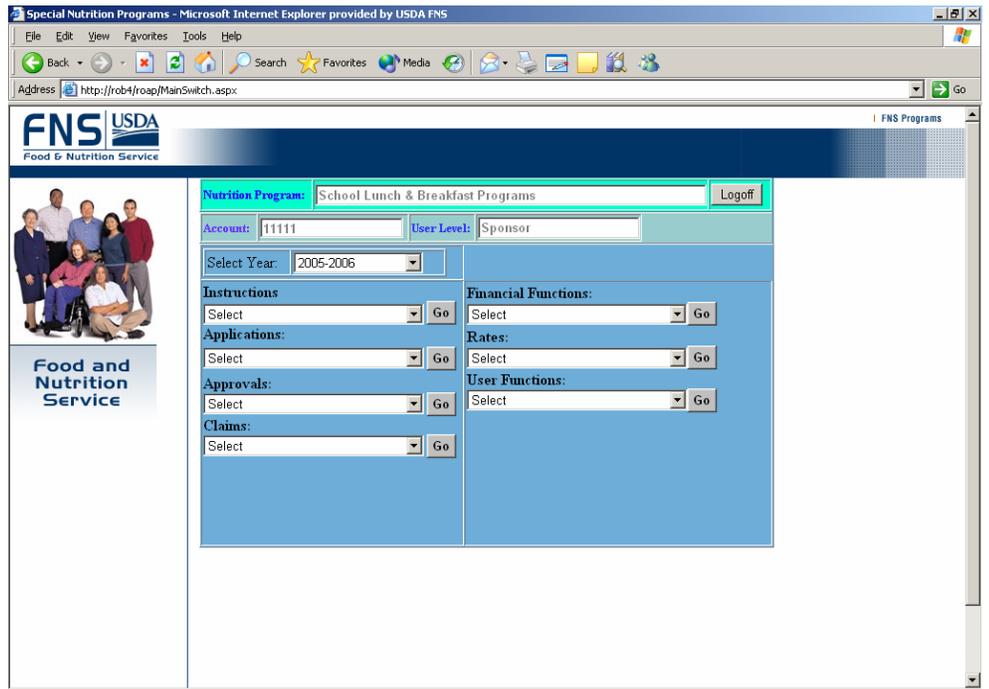
Password:

Type in User Name and Password

ONE TIME USE ONLY!!!!!!

This is the main menu screen from which you will select all activities.

In the next few slides, we will discuss each of the menu options available to you.

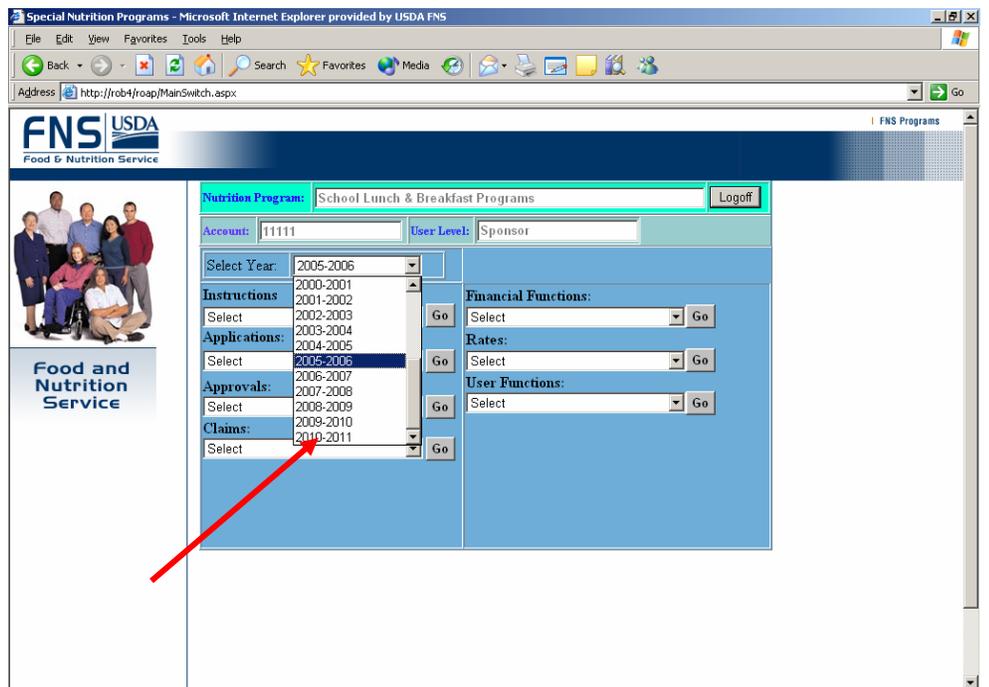


Select Year

The first thing you must do is select the appropriate year for the activity you want to perform. The default is the current program year.

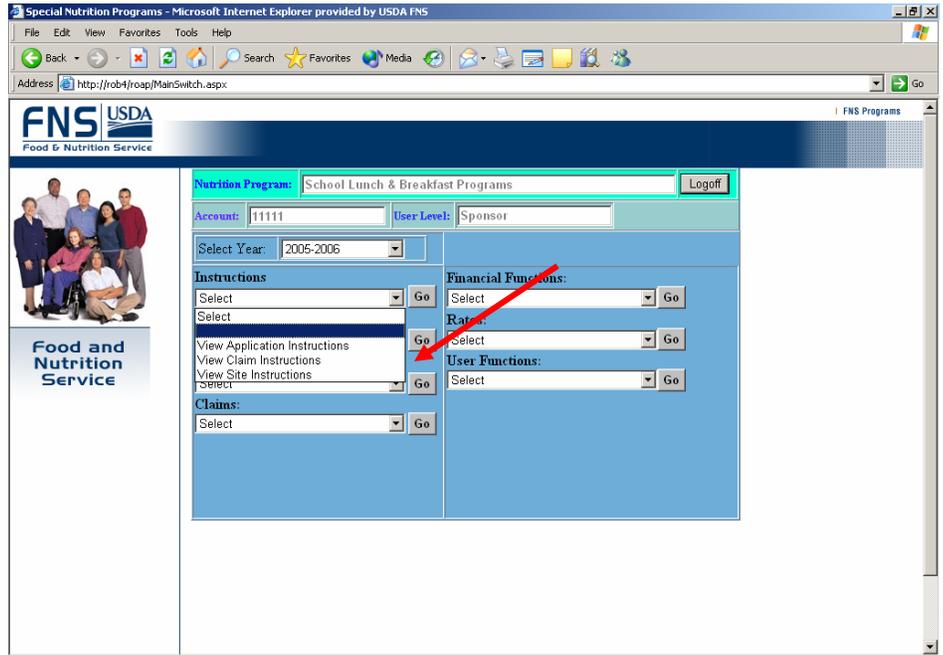
For sponsors in the Lunch, Breakfast and Milk Programs, the program year runs from July to June. So, for instance, if you wanted to submit your September 2005 claim, you would select "2005-2006".

The Summer Feeding Program year runs from October to September.



Instructions

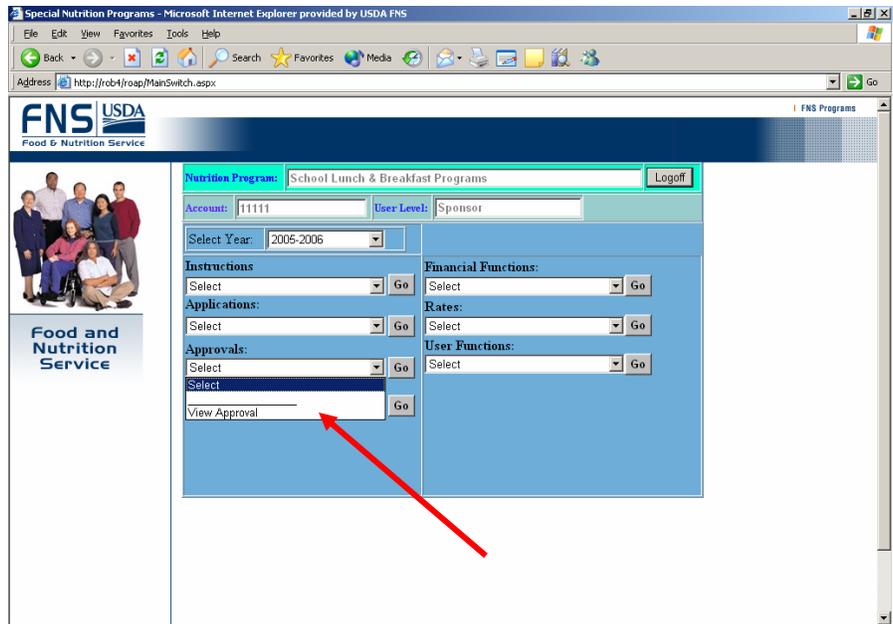
This menu option provides you with instructions for completing the forms that you must send to us from time to time.



Approvals

At the present time, the only option you have is to view your approval information.

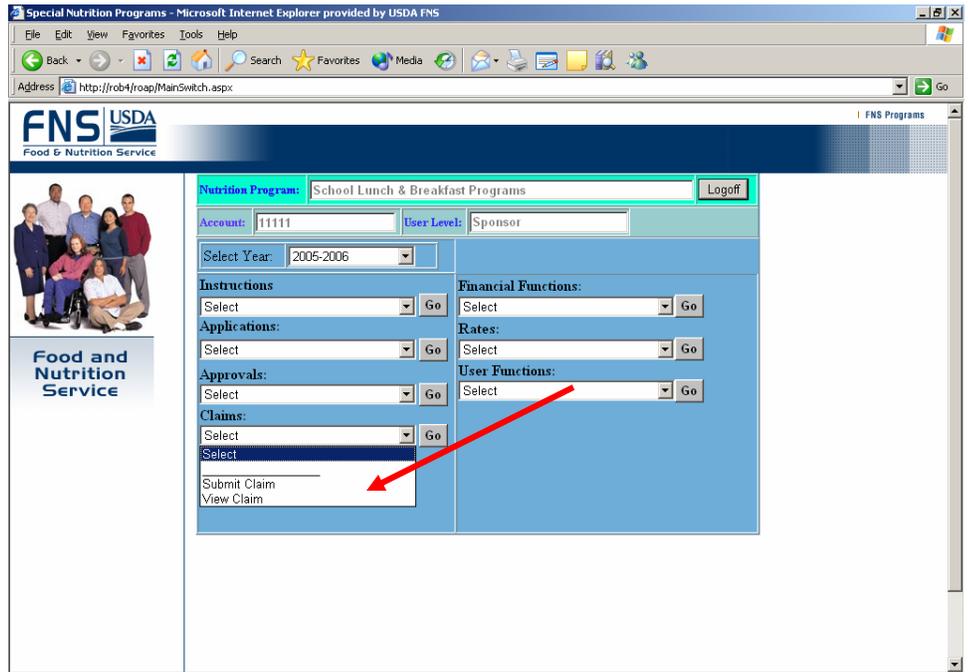
This is helpful if you want to review changes that you have made (and we have approved) in the past, such as number of schools, enrollment and non-operating months.



Claims for Reimbursement

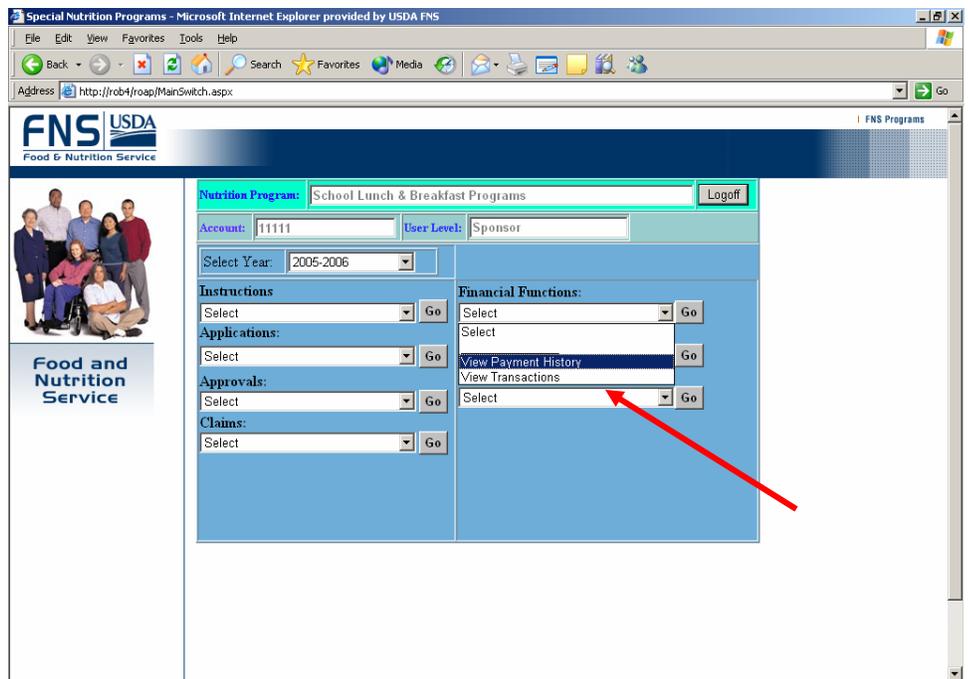
This is the option that you will use most often. You can perform two activities:

- 1) View Claim – This allows you to view any claim that you have submitted in the past.
- 2) Submit Claim – This is the option you would select to enter and submit a claim for reimbursement online.



Financial Functions

The option “View Transactions” allows you to view or print a summary of transactions that have been completed for your organization for any given period of time. These transactions would include program payments, advances issued or collected (for appropriate programs), other credits or debits to your account.

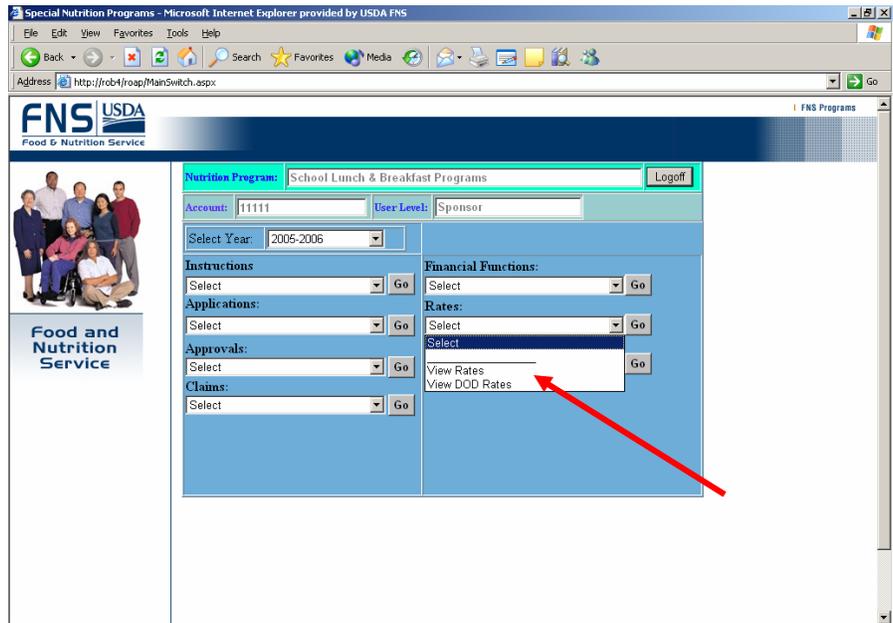


Rates

With this option, you can view the Federal rates of reimbursement for every meal type for any period of time.

“View Rates” – Most sponsors will use this option

“View DOD Rates” – This option is used by Dept of Defense schools that participate in our programs.



Future Enhancements

We plan to offer the following enhancements to the Child Nutrition Payment Center:

- 1) There will be an option for sponsors to submit their annual application information online, rather than mailing it in to us.
- 2) At that same time, you will have the capability to view the application information and make changes as appropriate.